

## **Welcome to the DOE Nonproliferation and National Security Institute (NNSI) Online Training Management System**

This system is designed to facilitate administration of your NNSI training programs. It has several features that will allow you to locate appropriate courses, review your NNSI training history, and participate in programs designed for your individual professional development.

This document is designed to explain the features of the system and to provide help in its use. For more information, contact our Registration department at 505.845.5170 x 310 for more information.

### **Accessing the System**

The training management system is part of the NNSI web site. It can be found at <http://www.nnsi.doe.gov> under the heading **Course Information**, then click on **Training Management System**.

### **Logging Into the System**

You will begin at a login screen. At this point you must enter your Social Security Number in the field called SSN. If you have never taken a NNSI course log in as a Guest to view the course catalog and schedule.

**Note - guests should only view the course catalog, schedule, and self-study courses. No requests can be received from users logged in as guest. You will need to call registration services to request a course.**

### **Course Information Menu**

When you have successfully logged into the system you will arrive at the main menu called the Training Management System Menu. (You will find this menu available on the left side of the screen from subsequent selections.) This menu lists the following choices:

**Course Catalog** -View full descriptions of all the courses currently in our database. You may then view the scheduled class dates.

**Scheduled Classes** - View a list of all scheduled classes or search for a specific class.

**Self-Study Courses** - View descriptions of all courses available in a self-study format. This includes computer-based training (CBT), web-based training (WBT), correspondence, and video courses.

**Your Class Schedule** - A list of the classes for which you are currently registered.

**Your Request List** - A list of the courses or classes that you have requested.

**Your Training Activity** -View your training record detailing the NNSI courses you have completed.

**Your Skills and Certifications** - A list of the skills and certifications you currently hold, with status information.

**Point-of-Contact Menu** *(Available to NNSI Point-of-Contacts only)*

This special menu provides information about site members for which you are a Point of Contact (POC).

**Staff Registrations** - The current class schedules of your staff members.

**Staff Requests** - Requests for courses or classes made by your staff members.

**Staff Training Activity** - View the training records of your staff members.

**Staff Skills and Certifications** - The skills and certifications currently held by your staff members.

**Course Materials Available** - NNSI Course Materials available for computer downloading.

Clicking on one of the choices in **bright blue** (or if previously accessed, shown in **darker blue**) will take you to that area of the Training Management System.

## **Course Catalog**

The course catalog provides descriptions of NNSI courses currently offered. The first screen from this selection allows you to search by:

- **Course Level** - the format in which the course is offered such as CBT, WBT, classroom, etc.
- **Course Category** - the topical area taught by the course; such as, personnel security, information security, protection program operations, etc.
- **Search text** - this provides users the ability to search in the course description for text entered by the user. This search will look for the text in a course description that **starts with**, or a description that **contains** the following text:
  - **Course Number**
  - **Course Title**
  - **Course Category**
  - **Course Provider**

If you desire a listing of **All courses** offered by the NNSI, select **All courses**.

Once you have selected one of the three your search criteria above, click on the **Search** button.

The results of your search will be displayed on a screen titled **Course Descriptions**. **Title**, **Category**, **Level**, and **Length** will be listed for each course. Clicking on the **Course Title** will provide more details for that course title. These details include: the **description**, **prerequisites**, **objectives**, **topics**, and intended student **audience**. The screen allows for one paragraph for each detail. If the information does not fit in the space provided, a blue link will take you to the complete information.

At the bottom of the course detail screen you will be given an opportunity to request the course. Clicking on the link titled **Request Course** will submit your request.

If the course is currently on the NNSI course schedule, you will also be given a link to **View Scheduled Dates**. This link will show you the date(s) for which this course has been scheduled for delivery.

**Remember - a course does not need to currently be on the schedule for you to request it. It is through your request that the S&SCT determines if there is enough interest to schedule the course. So, it is important to request a course if you have a need for that training.**

## **Scheduled Classes**

The course schedule provides a listing of all NNSI courses currently scheduled. The first screen from this selection provides users with search capabilities. Select the search criteria listed below, and then click **Search**.

- **All classes** - This will provide a listing off all courses that are currently scheduled.
- **Site/location**: This allows you to search for courses be offered at a particular location.
- **Title text**: This will search the course titles for a particular word. You can limit the search to look for a title that **Starts with** a particular word or if the title **Contains** this word.

Once your search is completed, you will be presented with a listing of the courses that meet your search criteria. You will be presented with the course title, site where it is being offered, location of the class, start date, start time, and status. The status will provide information that is valuable to determine if seats are available.

The following status codes will appear:

- *Available* - This course has seats available and is open for registration.
- *Open Class* - This course does not have an established maximum number of students limitation (such as an ITV) so it is open for registration.
- *Full* - This course has met its established maximum student limitation and registration is closed. However, if a student needs this course, they should request it

through the course catalog portion of this system so that future course offerings can be planned.

To find out more details about a course, click on the course title of the desired course. This will result in a screen providing more details about the specific class scheduled. At the bottom of this screen, a user can [View Course Details](#) (as provided in the course catalog) or [Request Class](#). A request does not register you for the course but alerts your POC and the NNSI that you are interested in taking this class.

## Self-Study Courses

Clicking on Self-Study Courses from the main menu provides you with another search screen. This allows you to search the listing of self-study (Distance Learning) courses available. Select from the following search criteria, and then click the [Search](#) button.

- [All courses](#) - Results in a listing of all self-study courses available from the NNSI.
- [Media type](#) - This refers to the medium in which the course is presented; such as, computer-based training (CBT), web-based training (WBT), or video.
- [Author/vendor](#) - Searches by topical area (personnel security, information security, protection program operations, etc.)
- [Search text](#) - Searches for the following:
  - [Course ID](#)
  - [Course Title](#)
  - [Course Category](#)
  - [Course Description](#)that [Starts with](#) or [Contains](#) the word entered.

Your search will provide you with a listing of the self-study courses that match your search criteria. This list will show the course ID, title, category, media, author/vendor. Clicking on the course ID will provide information about this self-study course.

**Note - many self-study courses are maintained and available through your site point-of-contact. You should consult with your point-of-contact about any self-study course you desire to complete.**

## Your Class Schedule

Choosing this item from the main menu will provide you with a listing of courses for which you are currently registered. [If you have any questions about this listing contact your POC.](#)

## Your Request List

Clicking on this menu item will show you all list of courses you have requested. It will display the following:

- [Course Title](#) - Clicking on this item will allow you to drop your request for this class.
- [Request Date](#) - This is the date that the request was made.
- [Notes](#) - Special notes are listed here. The most common notes will indicate if the request was made through this system, or the date the course is scheduled.

- Status - A request can have one of three status conditions:
  - **Pending** - This is the default to show the request has been entered but no action on this request has been taken by your POC.
  - **Approved** - Your POC has approved your request to take this course.
  - **Denied** - Your POC has denied your request to take this course.

## Your Training Activity

Choosing your training activity from the menu will provide you with a listing of NNSI courses that you have taken. **These listing only shows NNSI courses, site-specific courses will not be shown.**

Your individualized listing will show all training activities we have recorded for you in our system. This will be displayed by Course #, Course Title, Class Date, Class Hrs, Credit Hrs, Completion Status, and Grade. Please note that some courses will not show any information for these items since it may not apply to that specific course. For instance, not all courses have a grade assigned after completion.

## Your Skills and Certifications

**Your Skills & Certification** provides a table showing the skills and certificates you've earned through our training program. The items shown include:

- **Skill ID** - Assigned by NNSI and used for tracking purposes only.
- **Description** - A description of the skill or certification
- **Completed** - The time period in which the skill or certification was earned.
- **Action** - Action refers to how the skill or certification was gained.
- **Renew By** - If this certification expires, the date by which it must be renewed will be shown.

## Point-of-Contact Menu (Available to S&NNSI POC's only)

If you are a recognized NNSI POC you will see this menu option when you arrive at the main menu. If this option is not available, the NNSI does not list you as a primary POC. A listing of our POC's can be found under our **Frequently Asked Questions** list.

## Staff Registrations

This heading will provide you with a list of the current class schedules for your students. You can sort this list by student name, course title, or class date by clicking on this column heading at the top of the list.

## Staff Requests

Choosing **staff requests** will provide a list of the requests for courses made by members of your organization. POC's can change the status of a student's request by clicking on the status next to that student's request. When the status is clicked, the POC will get a screen that allows them to approve or deny the request by clicking on the action desired.

## **Staff Training Activity**

**Staff Training Activity** will provide POC's an opportunity to view the training history for their assigned students. Once you choose this option you will get a screen that lists all the students under your administration. To view a training history, click on the name desired.

## **Staff Skills and Certifications**

Clicking on this heading will provide information on the skills and certifications currently held by members of your organization. After you click on **Staff Skills and Certifications**, you will get a list of your assigned students. To view a student's skills and certifications, click on the **employee name**.

## **Course Materials Available**

The NNSI course materials available for downloading can be viewed by choosing **Course Materials Available** from the POC menu. A catalogue of files complete with descriptions will be shown under this option. To download a file, click on the file name or heading. Your browser will then prompt you for future information.

Many of these files are in portable file format (.pdf). These files require Adobe Acrobat Reader© to view and print. This reader can be found at the Adobe Acrobat web site, <http://www.adobe.com/prodindex/acrobat/main.html>

## **How to Get Help**

If you need further assistance using this system you can contact the NNSI for help.

**Main Phone:** (505) 845-5170

**E-mail** - [cust.serv@www.nnsi.doe.gov](mailto:cust.serv@www.nnsi.doe.gov)

**Technical Questions** - Contact the NNSI Electronic Training Department at extension 326.

**All Other Questions** - Contact NNSI Registration Services at extension 310.